REQUESTS FROM MEMBERS OF CONGRESS

Briefer: Margie Tyner/PKPB

March 2003

FAR 5.403

- Individual Requests

Contracting Officers shall give Members of Congress, upon request, detailed information regarding any particular contract

CONGRESSIONAL INQUIRIES

(Contracting Handbook, Part 5)

- WR-ALC/IG responsible for processing all congressional inquiries within WR-ALC
- All congressional inquiries processed IAW WR-ALC IG memo dated 28 Apr 97
- Detailed instructions and samples found in Contracting Handbook, Part 5

CONGRESSIONAL INQUIRIES (Cont'd)

- PKP directorate monitor for congressional inquiries

- ***PKPB WILL REVIEW ALL PROPOSED RESPONSES TO CONGRESSIONAL INQUIRIES PRIOR TO FORWARDING THE STAFF SUMMARY SHEET TO PK***

CONGRESSIONAL INQUIRIES (Cont'd)

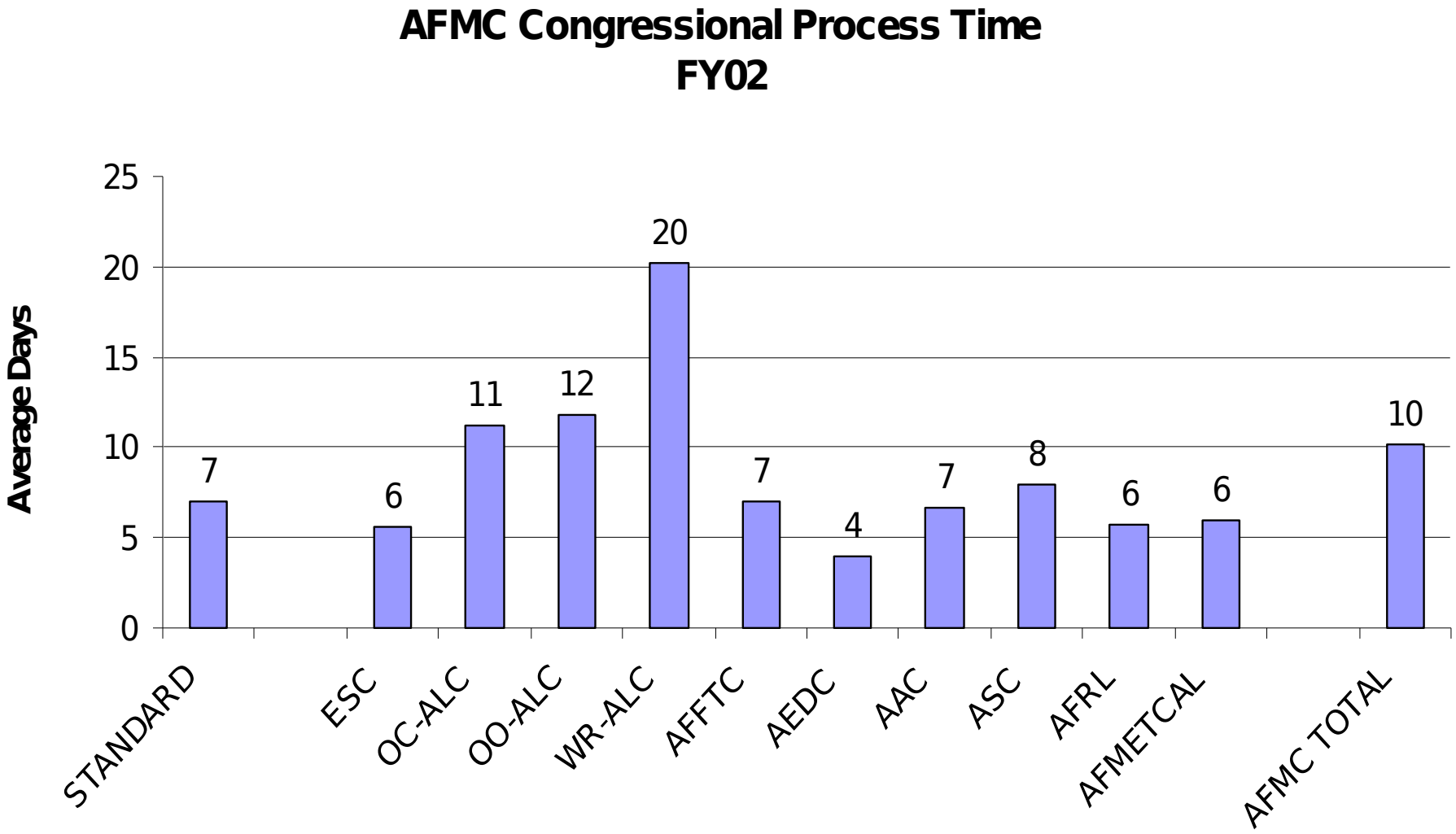
- Congressional inquiries received by any WR-ALC activity by any individual, military or civilian, must be delivered to WR-ALC/CC Mail Room, Bldg. 215, Room 269.

- Original plus four copies to the OPR
  - **One copy to each OCR**
  - **One copy to WR-ALC Commander**

CONGRESSIONAL INQUIRIES (Cont'd)

- Timeliness
  - **Extensions/interim responses determined by WR-ALC/IG**
  - **Interim replies do not relieve OPR of the responsibility to meet original suspense**
  - **Response prepared and forwarded by the OPR via AF Form 1768, Staff Summary Sheet**

AFMC Congressional Process Time - FY02



CONGRESSIONAL INQUIRIES
(Cont'd)

COORDINATE AT ***DIRECTORATE*** LEVEL WITH ALL OCRs PRIOR TO DELIVERING THE FINAL REPLY TO THE WR-ALC/IG FOR PROCESSING